

Job Opportunity Bulletin

Post Date: MAY 14, 2014

COMMUNITY PROGRAM SPECIALIST II

Salary Range: \$4,400 - \$5,508
Permanent, Full Time

FINAL FILING DATE: MAY 30, 2014

**** 3 POSITIONS AVAILABLE ****

We will also consider *Associate Governmental Program Analyst*

RE-ADVERTISEMENT

If you applied for this position when it was originally advertised on February 26, 2014, it is not necessary to submit a new application.

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:

Position # 473-213-8352-XXX

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

The Regional Center Operations Section (RCOS) functions as liaison to the Department of Developmental Services' 21 regional centers and designated vendor programs. Regional centers are private, non-profit agencies that provide services in the community to individuals with developmental disabilities. RCOS is involved in a wide variety of activities and issues related to the regional centers' administrative operations and delivery of services to individuals with developmental disabilities.

For complete duties, please see the duty statement on the following page.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ The California Developmental Disabilities Service system and Regional Center service system.
- ❖ Processes and protocols in California State Government.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate ability to work in a fast-paced environment and to organize/ prioritize workload to meet demands.
- ❖ Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

Please be sure to include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: Claudia.Lutz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (11/2013)

CLASSIFICATION Community Program Specialist II	DIVISION/BRANCH Community Services Division Regional Center Branch
EMPLOYEE NAME	SECTION/UNIT Regional Center Operations Section
POSITION NUMBER 473-213-8352-XXX	EFFECTIVE DATE

SUMMARY: The Regional Center Operations Section (RCOS) functions as liaison to the Department of Developmental Services' 21 regional centers and designated vendor programs. Regional centers are private, non-profit agencies that provide services in the community to individuals with developmental disabilities. RCOS is involved in a wide variety of activities and issues related to the regional centers' administrative operations and delivery of services to individuals with developmental disabilities.

EXAMPLES OF DUTIES:

- 30% Serve as the Department's primary liaison to regional centers on issues and activities, and review and analyze information pertaining to regional center programs and administrative operations. Process and evaluate the results of various surveys and reports as required by statute, and monitor regional centers for contract compliance.
- 30% Provide on-site and remote monitoring of regional centers and specified vendor programs including, but not limited to, attending regional center board meetings, and conducting specified vendor site visits to ensure statutory, regulatory and contractual compliance.
- 10% Provide technical assistance to consumers, parents, regional center staff, departmental management and/or service providers in assigned area(s) of responsibility.
- 10% Review and monitor regional center implementation of regulatory and statutory requirements pertaining to regional center operations and make recommendations to management as appropriate.
- 10% Review, analyze and present Health and Safety Exemption requests.
- 10% Prepare bill analyses, reports, correspondence, charts, and other written documents that respond to inquiries, issues, complaints, and/or assignments related to assigned area(s) of responsibility. Coordinate activities with departmental units, other state departments, federal agencies, and non-governmental entities as necessary to accomplish assignments.

JOB TITLE: Community Program Specialist II

POSITION #: 473-213-8352-XXX

SUPERVISION RECEIVED: Day-to-day operations are under the direction of the RCOS Assistant Section Chief.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: There is approximately 15-40% travel associated with this position.

TYPICAL WORKING CONDITIONS: Indoor setting, open-spaced partitioned office in a smoke-free environment.

PERFORMANCE REQUIREMENTS:

Knowledge of: Developmental disabilities, the regional center service system, and processes and protocols in California state government.

Ability to: Develop and maintain cooperative and harmonious relationships with department and regional center staff, the public, and others; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action; speak and write effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; and establish and maintain project priorities.

CERTIFICATION OR LICENSE: None.